

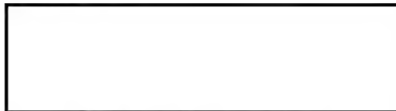
Acting Executive Director-  
Comptroller

DD/S  
FILE *Personal* //

Bill:

Re the EEO thing -- Bill Bavis should see  
this item. He's the Agency EEO Officer.

AT



Robert S. Wattles

ADD/S:RSW:es (5 Nov 71)

Distribution:

Orig - Adse w/orig of CSC "Administrator's Alert" dtd October 1971

1 - DD/S subject w/cy of "Admin Alert"

1 - DD/S chrono

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Acting Director of Personnel  
5E56 HQS

EXTENSION

NO.

DATE

4 NOV 1971

STA

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support  
7D18 HQS

2. Acting Executive Director-  
Comptroller 7E12 HQS

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

To 1: For your information.

To 2: The following replies  
to your two questions on the  
attached routing sheet:

A. This item does not  
affect us. As an excepted  
Agency we have been specifically  
exempted from the provisions of  
Executive Order 11491.

B. The Equal Employment  
Opportunity Institute has not yet  
been established but an announce-  
ment is expected within a month.  
It will not be a training  
installation as such but rather  
a coordinating mechanism to  
oversee the content and scheduling  
of a series of brief, specialized  
courses on the various elements  
of Government EEO programs  
(operation of action plans,  
designing jobs for marginally  
skilled workers, etc.). All will  
relate to programs under Civil  
Service jurisdiction and subject  
to Commission procedural and  
reporting requirements. I see  
little applicable to CIA. It  
may be that some specialized  
offering of the new EEO Institute  
will be worthwhile for us but we  
will have to await their announce-  
ment.

STA

Acting Director of Personnel

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	DDS	10-29-71	/		
2					
3	D/Pers 1 NOV 1971				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> Re (A) Does this affect us - or could it? - (B) Should we send someone? -- Please route your response through DD/L by 4 Nov.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
WE				29 OCT 1971	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 237  
1-67

Use previous editions

(40)

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# ADMINISTRATOR'S ALERT

from the Executive Director, U. S. Civil Service Commission

Vol. 2, No. 4

October 1971

**A** Labor-Management Relations. November 24, 1971, is the take-hold date for recent amendments to E.O. 11491 governing Labor-Management Relations in the Federal service. Primary thrust of the changes worked by the amending E.O. 11616 is to broaden the scope of negotiations, enhance third-party involvement, and elevate the status of the exclusive representative. Major substantive amendments: (1) require that the negotiated agreement contain a grievance procedure, as the exclusive procedure for disputes over interpretation and application of the agreement; (2) permit negotiation on use of official time-- within stated limits--for employee (union) negotiators; (3) eliminate the requirement on agencies to recover costs of making payroll deductions of union dues, making this another subject for negotiation; (4) place the processing of unfair-labor-practice complaints within the exclusive jurisdiction of the Assistant Secretary for Labor-Management Relations, subject to appeal to the Federal Labor Relations Council. Details: FPM Letter 711-34 of September 24, 1971.

\* \* \*

Raise Deferral. Comparability pay increases for white-collar workers due in January 1972 will become effective July 1, 1972, under the alternative plan the President submitted to Congress. Resolutions to veto the 6-month deferral were defeated in both Houses early in October. In urging Congress to support his action, the President said: "In the Federal Pay Comparability Act, when the Congress declared that alternative plans could be submitted 'because of national emergency or economic conditions affecting the general welfare,' it anticipated the present situation. Such conditions now exist."

"The sacrifice being asked of Federal workers is not so heavy as to be inequitable at a time when all Americans are being asked to sacrifice," he said. Except for the few whose in-grade increases were held up by the 90-day freeze, Federal white-collar workers were not affected by the freeze as were many workers in the private sector, so the 6-month deferral of pay increases will serve to equalize the impact of the economic controls, Administration spokesmen pointed out.

On September 1, the President directed that the schedules for conducting wage surveys for blue-collar workers be revised so that wage adjustments for all Federal wage employees will be delayed for a total period of 6 months. (CSC Bulletin No. 532-13)

Various questions on the impact of the freeze on Federal employees are answered in CSC Bulletins 531-51 through 531-54.

\* \* \*

Employment Reduction. General guidelines for achieving a 5-percent reduction in Federal employment have been issued by the Office of Management and Budget in OMB Bulletin 72-5 of August 25. Specific ceilings and dollar totals for civilian pay and benefits have been sent directly to agency headquarters, which are developing plans and instructions for implementation within the agency.

\* \* \*

Interchange Encouraged. President Nixon has strongly endorsed temporary exchange of key personnel between Federal agencies and State/local governments and institutions of higher education under the Intergovernmental Personnel Act. "Every level of government stands to benefit from sharing the expertise of key personnel," the President said. In letters to Governors, the President also urged that they explore the potential of the new authority and encourage the interchange of talent with other jurisdictions. Such interchanges, he said, would help bring better appreciation of the needs and problems of other jurisdictions and foster intergovernmental cooperation in meeting the needs and solving the problems.

\* \* \*

Management Sessions. Beginning this month, Chairman Hampton will meet with under secretaries of departments and deputy heads of agencies to discuss key issues in personnel management. Agenda will include: improved personnel management and better use of people; grade escalation; reduction in employment; labor-management relations; and agency views on the need for personnel legislation.

\* \* \*

Executive Development. Drawing on the best plans in government and industry, the Commission has developed new guidelines for agency establishment of Executive Development programs by September 30, 1972. The programs are designed to assure an on-going supply of highly qualified executives by improving incumbents and developing those in mid-management ranks with high potential for executive responsibilities. Details: FPM Letter 412-1 of October 8, 1971.

\* \* \*

(B) EEO Institute. The Commission will open an Equal Employment Opportunity training institute in Washington this fall, and will strengthen EEO offerings in each of its 10 Regional Training Centers. First priority will be given to the development and conduct of substantive training courses designed to increase knowledge of EEO affirmative action programs, including upward mobility.

\* \* \*

Sincerely,

*Bernard Rosen*

Bernard Rosen

11-4-77

RSW

Recommend you  
initial cover  
sheet and forward.

Lab